



## Job Opportunity: Trails Project Manager

Schuylkill River Greenways is looking for someone who is passionate about rivers and trails and communities to be the Schuylkill River Trails Project Manager. The Trails Project Manager helps to plan, design, build, and manage the Schuylkill River Trail in Berks and Schuylkill Counties and helps to develop the Schuylkill River Water Trail. SRG is seeking to fill this position with a trail professional with a minimum of 3 years' experience.

The Trails Project Manager supports every stage of trail development including:

- Feasibility studies
- Grant writing
- Design
- Consultant hiring
- Construction management

The Trails Project Manager manages trail programs including:

- Adopt-A-Trail
- Sponsor-A-Trail
- Trail trip-counter system
- Trail use for races and events

SRG is a collaborative team of 8-10 professionals. The Trails Project Manager will occasionally work with the SRG team to promote and develop the Schuylkill River Heritage Area and support SRG events including:

- Schuylkill River 7-day kayak sojourn
- 40-mile bicycle Ride for the River
- Peddle and Paddle outings

The Trails Project Manager will work from the Schuylkill River Greenways office at 140 College Drive, Pottstown, PA. Approximately 15% of the work will be performed out of the office. Work will at times be around heavy equipment and construction sites. SRG follows Pennsylvania and Montgomery County Covid pandemic guidelines. SRG has had evolving remote work policies due to the pandemic. Employees must be able to work effectively from home when necessary.

SRG is committed to building a staff that matches the diversity of the communities we serve. We are dedicated to celebrating and preserving a heritage area that is diverse, equitable and inclusive. We value

the different experiences, knowledge and unique capabilities applicants will be able to share because of varying social, cultural, and racial backgrounds. We recruit, employ, train, compensate, and promote regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, or any other characteristic protected by law.

## Qualifications

The successful applicant will have some of the following competencies:

- Bachelor's degree or higher in landscape architecture, planning, engineering, or a related field is preferred, but significant, applicable work experience will be accepted in lieu of a degree.
- Excellent organizational, multi-tasking and analytical skills
- The ability to manage and contribute to multiple projects at once
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office programs
- Experience with GIS mapping and analysis (ArcMap or Arc GIS Pro)
- Experience in grant writing, administration, and reporting
- Graphic design skills
- Experience in or knowledge of trail and trail amenities construction
- Licensed to operate a motor vehicle and willingness to travel throughout the Schuylkill River Heritage Area – must have a personal vehicle
- Knowledge of Adobe Creative Suite software (AI, ID, Photoshop)
- Ability to relate well with people and partners at all levels and with people from a wide variety of diverse backgrounds and diverse communities
- Experience in managing volunteers and interns
- Interest in issues related to land and water conservation, community stewardship and trails
- Experience in non-profit or government work
- Spanish is a plus

## Physical Requirements

This position requires some work outdoors and standing or walking for long periods of time. While performing the duties of this position, the employee is frequently required to sit, bend at the waist, drive to various locations and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel or squat, climb stairs and lift up to 50 lbs. Occasionally the employee will need to climb ladders, twist or rotate at the waist or carry over 50 lbs. Close vision is required for reading of drawings and computers, and distant vision and depth perception are required for surveying and land analysis.

## Compensation and Benefits

This is a full-time position. The salary range for this position is \$50,000 to \$55,000. We value work-life balance and provide the following benefits to help our staff manage their mental, emotional, and physical health:

- Paid time off including vacation days, holidays and personal leave
- Group health insurance
- Retirement Savings Plan with matching contributions
- Team building and bonding outings
- Opportunities for hiking, kayaking other recreational activities

## How to Apply

Please send cover letter and resume via e-mail with the subject line "Trails Project Manager Position" to: Elaine Schaefer, Executive Director, [eschaefer@schuylkillriver.org](mailto:eschaefer@schuylkillriver.org). The position will remain open until it is filled.

## About Schuylkill River Greenways

Encompassing 1.2 million acres over 1,700 square miles, Schuylkill River Greenways NHA links 3.2 million people across five Pennsylvania counties – Schuylkill, Berks, Chester, Montgomery, and Philadelphia – to the unparalleled opportunities afforded by the Schuylkill River, the Schuylkill River Trail and the surrounding watershed.

The mission of Schuylkill River Greenways (SRG) is to connect residents, visitors and communities to the Schuylkill River and the Schuylkill River Trail by serving as a catalyst for civic engagement and economic development to foster stewardship of the watershed and its heritage.

The mission is realized by leveraging the Schuylkill River and the award-winning Schuylkill River Trail – both the land and the water trails – as platforms for revitalization of surrounding communities, for stewardship of natural resources, for improved public health through recreation, and for greater appreciation of the region's cultural heritage. The Schuylkill River Trail is SRG's signature project. Today, there are 80 completed miles of the planned 120-mile land trail between Frackville and Philadelphia. The Trail also connects three National Parks within the Schuylkill River Heritage Area.

SRG works with over 140 partners to achieve its vision of the Schuylkill River Watershed as a thriving and economically revitalized region, whose residents and visitors understand, value and are fully committed to the stewardship of the river and its heritage.

Founded in 1974 as the Schuylkill River Greenway Association, the organization focused on the preservation of the riverfront in Berks and Schuylkill Counties. SRG has grown in its mission and geographic scope over the years, and today is a non-profit organization guided by a Board of Directors and supported by a staff of nine. SRG is supported in executing its work through federal (NPS) and state

(DCNR) budget appropriations and through grants and donations from foundations, corporations and individuals committed to advancing SRG's mission.

The regional economic benefits from SRG's work are real and significant. The findings of a recent comprehensive economic impact study conducted by Tripp Umbach were impressive: the natural and historical features of SRG generate \$589.9 million in economic impact, support over 6,000 jobs, and generate \$37.7 million in tax revenue.

Learn more about SRG, its programs, leadership, and history by visiting [www.schuylkillriver.org](http://www.schuylkillriver.org).